



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY

**DEVELOPMENTAL SERVICES CASE MANAGER**

**IFS – East Hartford**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on Current Exam List or Lateral Transfer

**Location:** IFS Division in East Hartford

**Job Posting No:** 00081543

**Hours:** Monday – Friday: 9:00am - 4:30pm; RDO Saturday and Sunday  
*Ability to flex schedule into evening in response to consumer needs and emergency situations.*

**Salary:** \$59,089 - \$80,010\* (HC-24) annually  
\*Incumbents new to state service begin at the minimum.

**Closing Date:** September 22, 2014

**ELIGIBILITY REQUIREMENT:** Candidates must have applied for and passed the Developmental Services Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**EXAMPLES OF DUTIES:** This full time position is assigned to the Individual and Family Support Division and based in East Hartford. This position is responsible for providing case management services to a caseload of individuals primarily participating in the DDS Voluntary Services Program. Duties include but are not limited to working with individuals/guardians who private-hire for support services and those who use agency/qualified providers. These individuals reside in their own home, family home, community living arrangements, continuous residential support models, community companion homes and residential schools. Some of the residential schools are out of state. Case Manager Responsibilities include ensuring compliance with DDS policies and procedures, maintaining Medicaid Waiver compliance, carrying out the Individual Plan Process and overseeing development of individual budgets. This position requires flexibility on the applicant's part re: work hours as there may be a need to work outside of regular hours in order to meet an individual's needs and assess for quality assurance. A valid driver's license is required. Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.
2. When assigned to a caseload of individuals, some of who are enrolled in the Federal Medicaid Reimbursement Program must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to travel.

**Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59pm on the closing date indicated above

**Incomplete application materials will not be considered.**

Send application materials to:

Department of Developmental Services – North Region  
155 Founders Plaza/255 Pitkin Street – 2<sup>nd</sup> Floor – East Hartford, CT 06108  
Attn: Recruiter

Email: [DDS.NR.Recruiting@ct.gov](mailto:DDS.NR.Recruiting@ct.gov) Phone: (860) 263.2623 Fax: (860) 706.1420

Application materials can be emailed, faxed or mailed

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.

